

Commercial Linear Lighting RFQ & Ceiling Coordination Checklist

A practical handoff tool for surface-mounted, recessed, and suspended systems

USE THIS BEFORE QUOTATION

ISSUE IT WITH THE RCP, LUMINAIRE SCHEDULE, AND CONTROL NARRATIVE

Prepared for B2B buyers, electrical contractors, lighting designers, commercial architects, and distributors.

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1. Project and Ceiling Interface

Complete this sheet before fixture selection. It identifies the physical interfaces that often create change orders after the lighting schedule has been approved.

Project / Site _____ _____	Prepared By _____ _____	Issue Date _____ _____	Drawing Revision _____ _____
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Ceiling construction

☐ Exposed concrete slab	☐ Exposed metal deck
☐ T-grid ceiling	☐ Gypsum / drywall ceiling
☐ Timber or metal slat ceiling	☐ Other: _____

Proposed mounting method

☐ Surface-mounted	☐ Recessed - trimmed
☐ Recessed - trimless / plaster-in	☐ Suspended direct
☐ Suspended direct / indirect	☐ Final method not selected

Interface checks

☐ Approved structural fixing substrate identified	☐ Ceiling void depth measured
☐ Grid module and support method confirmed	☐ Fire and acoustic ceiling requirements recorded
☐ Services clash zone reviewed	☐ Access-panel strategy shown
☐ Permitted cutout tolerance stated	☐ Luminaire removal direction remains clear

Hold point: Do not approve a recessed detail until the fixture aperture, flange or plaster-in channel, support method, driver position, and service path appear on one coordinated drawing.

Unresolved ceiling constraints / notes

Item	Owner	Required Decision	Due Date

2. Run Geometry and Installation Schedule

Schedule each lighting run as a system. A continuous visual line may contain multiple housings, drivers, connectors, feeds, and service points.

Run ID	Area	Mounting	Overall Length	Modules / Joints	Power Feed	Driver Access

Installation release checks

☐ One alignment datum defined for each run	☐ Module and connector boundaries shown
☐ Straight / L / T / X joint types scheduled	☐ End-cap and blank-section locations shown
☐ Bracket or suspension spacing approved	☐ Anchor selection matches substrate
☐ Cable-entry direction coordinated	☐ Feed count and circuit loading checked
☐ Control bus routing coordinated	☐ Emergency module location identified
☐ Expansion / movement joint addressed	☐ Finish code and sample approved

Quotation rule: Request a run-level bill of materials, not only a fixture quantity. The BOM should include housings, optics, joints, feeds, drivers, end caps, suspension kits, sensors, and emergency components.

3. Optical, Electrical, and Controls Requirements

Specify measurable performance and verification evidence. Product-family language alone is not an acceptance criterion.

Maintained Illuminance (lux) _____ _____	Uniformity _____ _____	UGR Criterion _____ _____	Calculation Plane _____ _____
CCT _____ _____	CRI / R9 _____ _____	SDCM _____ _____	Optic / Distribution _____ _____

Driver and control selection

☐ Fixed output		☐ 0-10 V dimming		
☐ DALI-2		☐ D4i		
☐ Phase dimming		☐ Occupancy sensor		
☐ Daylight control		☐ BMS / gateway interface		
Driver Manufacturer / Model	Output Current	Dimming Range	Flicker Evidence	Certification / Database Ref.

Emergency lighting interface

☐ No emergency function		☐ Self-contained emergency driver	
☐ Central battery supply		☐ Maintained operation	
☐ Non-maintained operation		☐ Test switch / auto-test required	
Required Duration _____ _____	Emergency Output _____ _____	Test Method _____ _____	Indicator Location _____ _____

For DALI projects, record the exact driver model and verify certification in the DALI Alliance product database. Protocol labels should be supported by model-level evidence.

4. RFQ Evidence and Submittal Register

Issue this evidence list with the RFQ. Mark each item Required, Submitted, Reviewed, or Not Applicable.

☐ Luminaire datasheet with order code	☐ Dimensioned installation drawing
☐ Run-layout shop drawing	☐ Wiring and control diagram
☐ IES or LDT photometric file	☐ Project lighting calculation
☐ Driver datasheet and model number	☐ DALI-2 / D4i database evidence
☐ LM-80 source data	☐ TM-21 projection
☐ Electrical safety reports	☐ EMC reports
☐ IP / IK report where specified	☐ Flicker test evidence
☐ SDCM / color-consistency statement	☐ Emergency-system documentation
☐ Finish sample or color reference	☐ Pre-production sample / mock-up

Submittal approval register

Submittal Item	Document / Model Reference	Revision	Status	Reviewer / Date

Evidence should match the quoted order code. If the LED board, driver, optic, CCT, output current, or emergency configuration changes, require confirmation that the submitted test evidence still applies.

5. Supplier Handoff and Approval

Use the final page to close gaps before purchase order release. Attach it to the approved luminaire schedule and coordinated shop drawing.

RFQ package completeness

☐ Reflected ceiling plan attached	☐ Luminaire schedule attached
☐ Run schedule completed	☐ Mounting details attached
☐ Control narrative attached	☐ Emergency requirements attached
☐ Approved finish identified	☐ Delivery phasing stated
☐ Required sample date stated	☐ Warranty and spares request stated

Open decisions

Decision	Responsible Party	Commercial / Technical Impact	Close-Out Date

Approval signatures

Lighting Designer	Architect	Electrical Contractor	Client / Consultant
_____	_____	_____	_____
_____	_____	_____	_____

Project support: Send the completed checklist with drawings and performance criteria to OLAMLED for custom commercial lighting engineering and a configuration-specific quotation.

Custom solutions: www.olamled.com/custom-led-lighting/

Contact: www.olamled.com/contact/

Important: This worksheet supports project coordination and supplier comparison. It does not replace local electrical codes, fire requirements, emergency-lighting standards, structural design, or the project consultant's approval.